



## MINUTES MEETING July 8, 2014

Committee called to order by H. Leavell, Co-Chairman, on July 8, 2014 at 7:16 p.m.

**Members present:** Heather Leavell, Co-Chair, Sarah Burks, Co-Chair, Aimee Taberner, Co-Chair, Jacqueline Bates, Geraldine Tremblay, Dan Johnson, Paul McGaffigan, Treasurer, Tracy Skahan

**Advisors present:** James McGough, Trustee Emeritus

**Absent:** Ellen Aamodt, Terry Shaoul, Christine Sharbrough, Chuck Luca

**Minutes of June 10, 2014** – Minutes were tabled for the next Board meeting.

**Treasurer's Report-** P. McGaffigan reported the latest income and expenses. J. Bates made a motion to receive the treasurer's report as submitted. S. Burks seconded. Unanimously approved

G. Tremblay presented the membership renewal for ACMI which is already in the budget. G. Tremblay made a motion to renew the ACMI membership. H. Leavell seconded. Unanimously approved

P. McGaffigan reported that he did contact Amazon to set up the payment to CEDAM for the amazon.smile account and noted that we have a new email address and password for the account.

**Volunteer Report-** J. McGough distributed the volunteer report. A. Taberner made a motion to accept the volunteer report. S. Burks seconded. Unanimously approved.

J. McGough reported that Irene Bland will be at the museum from 2pm to 4pm on Thursdays and that Gerald Collins would be coming in on Friday to discuss becoming a docent.

**Organizational Planning** –Both Boards reviewed the draft Strategic Plan with L. Roberts and made edits to same. S. Burks made a motion that the Board of Trustees to approve the Strategic Plan with the discussed edits. A. Taberner seconded. Unanimously approved.

G. Tremblay proposed a motion to recommend to the Corporation to accept the Strategic Plan with the discussed edits. D. Johnson made a motion for the Corporation to accept the Strategic Plan with the discussed edits. P. McGaffigan seconded. Unanimously approved.

A. Taberner proposed that we have an event at the museum to present the Strategic Plan to the Board of Selectman, Town Manager and Town Planner. A. Taberner will propose a date and invitee list.

**Fundraising–** A. Taberner reported that she spoke with the owner of The Menotomy Grill and Tavern regarding them becoming more involved with the museum as a sponsor. H. Leavell indicated that she would send a copy of the grant application to A. Taberner to use as a base for a proposal for The Menotomy Grill and Tavern. A. Taberner also mentioned contacting Menotomy Beer & Wine with regards to selling tickets at their September 6<sup>th</sup> Beer and Wine Tasting. She will follow up with them.

**Collections:** H. Leavell reported that the CAP Grant assessment of the Jefferson Cutter House was scheduled for this month and that she would send out the marketing plan next month.

**Facilities –** G. Tremblay reported that she called the cleaning company and has not yet received a response. She will follow up. A. Taberner suggested that we draft standard language for docents for requesting suggested donations. S. Burks also suggested that we purchase signage to post in the museum regarding the suggested donation as well as use that language on the rack cards, membership brochure, website, etc. We decided that we would determine price and implement at next Board meeting. A. Taberner suggested that we come up with a Gallery Guide. We discussed contacting a graphic designer to make such guide for J. McGough and the docents to hand out in lieu of giving a tour if they are busy with other visitors. G. Tremblay will reach out to Maria to discuss the Gallery Guide.

**Board of Directors Update –** During the Director's Update, discussion was held on creating a part time staff position focused on fundraising, membership development, and the annual appeal. The position will be evaluated over a fifteen month period beginning in October 2014. Trustees were asked for their input and endorsement.

ACTION ITEMS from July 8, 2014:

- a. G. Tremblay to report on the status of a cleaning contract

G. Tremblay reported that she called the cleaning company and has not yet received a response. She will follow up.

- b. Treasurer to contact Amazon to set up payment to CEDAM

P. McGaffigan reported that he did contact Amazon to set up the payment to CEDAM for the amazon.smile account and noted that we have a new email address and postcard for the account.

- c. J. McGough to contact 2 potential docents to serve as guides

J. McGough reported that Irene Bland will be at the museum from 2pm to 4pm on Thursdays and that Gerald Collins would be coming in on Friday to discuss becoming a docent.

ACTION ITEMS for August 12, 2014:

- a. G. Tremblay to report on the status of a cleaning contract
- b. H. Leavell to distribute marketing plan
- c. H. Leavell and D. Johnson to discuss marketing plan
- d. S. Burks to check back in with Daniel Fairbanks
- e. H. Leavell to provide a copy of the grant application to A. Taberner
- f. A. Taberner contact Menotomy Beer & Wine regarding selling raffle tickets at their September 6<sup>th</sup> event
- g. G. Tremblay will reach out to Maria to discuss the Gallery Guide
- h. A. Taberner will propose a date and invitee list to present the Strategic Plan to the Board of Selectman, Town Manager and Town Planner
- i. J. Bates will draft an outline of the roles of the trustees and distribute

Meeting was called to end at 9:25 p.m. by S. Burks.

Tracy Skahan, Recording/Corresponding Co-Secretary